

6. Once you have modified all the information as necessary, click on 'Next' to continue.
7. From here on, the process is the same as the manual entry filing method. If required, refer to step 7 of the instructions for manual entry and continue to read from there.

FTP Method:

The secure FTP processes provide employers with extremely larger amounts of data (over 10,000 records) a method to submit information via an FTP folder. Special set-up is required for FTP submitters with secure access to individual employer folders. Data will be processed in over-night batch and acknowledgement files will be provided in separate FTP folder on the next day for review. Submission and error history will also be viewable online by logging onto the self-service application.

Please refer to the following sections of the addendum on details on the FTP method.

- Employment and Wage Submission Guidelines and Information
- Delimited File Format Specification
- ICSE File Format Specification
- EFW2 File Format Specification

VIEW EMPLOYMENT AND WAGE DETAIL HISTORY

This function allows you to view previously submitted employment and/or wage detail records for all quarters in a year or by individual quarters. You have the option to view original submissions and/or adjustments. You can also limit your search to a specific record by name/SSN. Additionally, the search can be limited to specific reporting units.

Step by step instructions are:

1. Navigate to the employment and wage detail home page using the instructions provided in the section – 'Navigating to Employment and Wage Detail Reporting'.
2. Click on the link: 'View Employment and Wage Detail History'. The following page will appear.

Massachusetts Department of
Workforce
Development

Wednesday, November 11, 2009
[Print](#)

Change Password | Logoff

Employer Home

FAQ/Contact Us
Account Maintenance
Benefit Charge Activities
Collections
Correspondence
Employment and Wage Detail Reporting
 ▶ Adjustments
 ▶ Employment and Wage Report Removal
 ▶ Out of State Wage Credit
 ▶ Submit Employment and Wage Detail for Quarters Prior to 2010
 ▶ Submit Employment and Wage Detail
 ▶ **View Employment and Wage Detail History**

Employer Information

Employer Account Number: **100** Employer Name: **Employer**

Employment and Wage Detail History Search

Submission Type: All

SSN:

Last Name:

First Name:

Year: 2009

Quarter: All

Unit Number:

Detail Type: UI Wages

Search

Reset

3. Enter your search criteria. As mentioned in the introduction, you can limit your search results by specifying appropriate search criteria.
4. Click on 'Search'. The search results will appear as shown in the following screen.

Massachusetts Department of Workforce Development

Wednesday, November 11, 2009 [Print](#)

[Change Password](#) | [Logoff](#)

[Employer Home](#)

[FAQ/Contact Us](#)

[Account Maintenance](#)

[Benefit Charge Activities](#)

[Collections](#)

[Correspondence](#)

[Employment and Wage Detail Reporting](#)

- Adjustments
- Employment and Wage Report Removal
- Out of State Wage Credit
- Submit Employment and Wage Detail for Quarters Prior to 2010
- Submit Employment and Wage Detail
- View Employment and Wage Detail History**
- View Submission History

[History](#)

[Payment Information](#)

[User Maintenance](#)

Employer Information

Employer Account Number: 100 Employer Name: Employer

Employment and Wage Detail History Search

Submission Type: All

SSN:

Last Name:

First Name:

Year: 2009

Quarter: All

Unit Number:

Detail Type: UI Wage

[Search](#) [Reset](#)

Click on blue text to sort results by that column.

Click on 'Reset' to conduct new search.

Transaction Date	Submission Type	Qtr	SSN	Last Name	First Name	MI	Unit	UI Gross Wages	UI Taxable Wages	UHI Taxable Wages
11/6/2009	Original	2	100-I	D	J		0	\$10,000.00	\$14,000.00	\$14,000.00
11/9/2009	Adjustment #1	2	100-I	D	J		0	\$15,000.00	\$14,000.00	\$14,000.00

[Accessibility](#) | [Privacy Statement](#) | [Viewing Tips](#)

VIEW SUBMISSION HISTORY

This function allows you to view the submission history for employment and wage detail records. You can filter search results by: Submission Type (Original/Adjustment), Quarter, Year, Detail Type (UI Wages, DOR Wages, or Employment).

Step by Step instructions are:

1. Navigate to the employment and wage detail home page using the instructions provided in the section – 'Navigating to Employment and Wage Detail Reporting'.
2. Click on the link: 'View Submission History'. The following screen will appear. Enter your search criteria and click on 'Search'.

Massachusetts Department of Workforce Development

Wednesday, November 11, 2009 [Print](#)

[Change Password](#) | [Logoff](#)

[Employer Home](#)

[FAQ/Contact Us](#)

[Account Maintenance](#)

[Benefit Charge Activities](#)

[Collections](#)

[Correspondence](#)

[Employment and Wage Detail Reporting](#)

- Adjustments
- Employment and Wage Report Removal
- Out of State Wage Credit
- Submit Employment and

Employer Information

Employer Account Number: 100 Employer Name: Employer

Employment and Wage Detail Submission History Search

Submission Type: All

Quarter: All

Year: 2009

Detail Type: UI Wages

[Search](#) [Reset](#)